

~~CONFIDENTIAL~~

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DD/M&S Conference Room

6 June 1973

1.

25X1A

2. Items of interest from the DDO Staff Meeting - 6 June 1973

a. Confirmation Hearings. Mr. Colby noted that Senate hearings on Mr. Schlesinger's nomination to be Secretary of Defense have not been scheduled and he could not predict when they might be held. Until that action is taken, his own hearings cannot be scheduled.

25X1A

b. ADD. Mr. Colby introduced Paul as Special Assistant to the has replaced as EA/DDO.

25X1A

c. Scotching a Rumor. Mr. Colby said he wanted to scotch the rumor that "we will have 3 waves of personnel cuts and we've just gone through No. 1." DDO was first given a cut in its FY 1974 positions. DDO has now gone through an excess people exercise. DDO has recently gotten a further cut in its FY 74 positions.

3. Other Items of Interest.

a. Book Messages. The Office of Communications feels the new system is working nicely, but asked that we bring to your attention the following points of interest on book messages.

25X1A

(1) Addressees cannot be tabulated - they must be listed as shown in i. e. , separated with comma and space, and terminated with a period.

(2) Any number of addressees may be entered, but, for communications purposes, listing by area is preferable. This is to preclude more than one transmission to the same station for cryptoguard action.

25X1

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(3) Sectional messages - if a message is too long to be sent in one section, a complete listing of all addressees will be contained in first section. Second and succeeding sections will contain phrase "TO: BOOK MESSAGE SEE SECTION ONE." This is for your information only, no action required.

(4) At certain stations the cable received will list all addressees, but at others the message will reflect only the name of that station; i. e., cryptoguard stations.

(5) The phrase "BOOK MESSAGE" must appear after (not before) addressee listing, on next line. Slug line will follow.

25X1A b. Retirement Parties. Last week we announced that there would be a
25X1A retirement party in honor of [] June 22. This party is also in honor
25X1A of [] Details are Friday, June 22, Executive Dining Room,
25X1A 5:30 p.m. to 7:30 p.m. Call []

25X1A

OPPB is sponsoring a party for [] in the Rendezvous Room
on Thursday, 21 June, 5:30 to 7:30. Price \$5.50. Call Carolyn on []

c. Assignments of "S" Officers.

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June 1973

Summer 1975

in July